



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

Canc: Aug 2004

IN REPLY REFER TO

BUMEDNOTE 5215
BUMED-M09B13
7 Apr 2004

BUMED NOTICE 5215

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: ANNUAL REVIEW OF BUMED AND NAVMEDCOM INSTRUCTIONS, AND
THOSE SECNAV AND OPNAV INSTRUCTIONS SPONSORED BY BUMED,
AND NAVMED PUBLICATIONS

Ref: (a) SECNAVINST 5215.1C
(b) SECNAV 5214.2B

Encl: (1) Instructions Annual Review Report - Code Specific
(2) Pubs Annual Review Report
(3) HIPAA Review Report - Code Specific

1. Purpose. To direct the annual review of BUMED and NAVMEDCOM instructions and those SECNAV and OPNAV instructions sponsored by BUMED, and NAVMED Publications (pubs). Enclosures (1) and (2) provide listings of active instructions and pubs as of 21 January 2004. Enclosure (3) provides additional information regarding instructions that must be made HIPAA complaint.

2. Seven-Year Requirement. Reference (a) requires instructions that are 7 years or older to be either revised or cancelled. Publication-type directives, inter-service instructions, and instructions which have change transmittals are exempt from the 7-year requirement. Active BUMED, NAVMEDCOM, and applicable SECNAV and OPNAV directives can be found on their respective Web pages listed in paragraph 4a. Instructions dated 1 January 1997 and older are those which have met or will meet their 7-year anniversary by 31 December 2004.

3. Action. Executive assistants for each code will be the points of contact (POC) for all actions. By 28 April 2004 all codes shall report the following:

a. Review all instructions under your cognizance for accuracy and any which conflict or duplicate other instructions, the Manual of the Medical Department (MANMED), or other issuances. If the instruction is no longer required, direct M09B13, in writing, to cancel. Cancellation memo must include reason for cancellation and the signature block must include the name, rank/grade, position title, code, telephone number, and e-mail.

b. If you are listed as the cognizant code and think the instruction or pub in question does not belong to you (due to reorganization, etc.), you must locate the cognizant code. A memo between you and the new cognizant code program manager agreeing to the transfer must be sent to M09B13. You will remain responsible for the instruction in question until the transfer memo is received in M09B13.

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- c. Review all instructions with a view toward combining instructions on like or similar matters.
- d. Respond to all instructions and pubs. All double and triple-digit codes must forward their responses to the single-digit code. The POC must consolidate their own responses into one report and forward to M09B13.
- e. Responses for each instruction must provide one of the following:
 - (1) A “yes” or “no” in the “To be Cancelled “ column.
 - (2) Statement that the instruction is current.
 - (3) Statement that the instruction requires update and target for update (month and year) in the “Comments from Code” column.
 - (4) Statement that the instruction may be canceled and the reason for cancellation, i.e., served its purpose, or incorporated into another directive (give name and number of instruction or publication) in the “Comments from Code” column.
- f. Responses for each publication must provide:
 - (1) “x” out the appropriate word (“no” if it is current, and “yes” if it is not current) under the “Current “ column. If not current, give estimated completion date.
 - (2) If the pub may be canceled give the reason for cancellation.

4. Information

- a. The external NAVMEDCOM and BUMED instructions are available for review on the Navy Medicine Web site at: <http://navalmedicine.med.navy.mil/>; the SECNAV and OPNAV Instructions are available at: <http://neds.nebt.daps.mil/Directives/dirindex.html>; and internal BUMED and NAVMEDCOM instructions are available for review at <https://bumed.med.navy.mil/instructions/internal/internal.htm>. If you need assistance on instructions please call (202) 762-3254 or DSN 762-3254. Refer to enclosure (2) for guidance on where pubs are available. Not all pubs are available on the Web sites; please call (202) 762-3253 or DSN 762-3253 for assistance.
- b. NAVMEDCOM instructions cannot be revised or changed because they exceed the 7-year rule outlined in reference (a). If these instructions are still required, they must be rewritten; please call M09B13 at (202) 762-3250 or DSN 762-3250 for a new instruction number.
- c. If the HIPAA column states “yes” refer to enclosure (3) for the report that lists the noncompliant portions of the instruction.

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5. Report Exemption. The information requested in paragraph 3 is exempt from report control per reference (b), part IV, paragraph G10.



S. J. HENSKE

Deputy Chief of Staff

Available at: <https://bumed.med.navy.mil/instructions/internal/internal.htm>

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Enclosures (1) thru (3) are code specific; applicable portions are available from your EA.

If you have a need for the entire enclosures please forward your request with justification to S. M. Kelly at smkelly@us.med.navy.mil